REASON FOR THIS POSITION			POSITION DESCRIPTION COVER SHEET
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER	

RECOMMENDED

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE

8. WORKING TITLE	9. INCUMBENT *(Optional)*

OFFICIAL

10. TITLE
Computer Clerk

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
				MONTH/DAY/YEAR	YES / NO	
GS	335		04	4/22/02		MS

18. ORGANIZATIONAL STRUCTURE *(Agency/Bureau)*

1st	5th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.

19. Supervisor's Signature	20. Date	22. Second Level Supervisor's Signature	23. Date
21. Supervisor's Name and Title		24. Second Level Supervisor's Name and Title	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	1-3	350	6. Personal Contacts	6-1	10
2. Supervisory Controls	2-2	125	7. Purpose of Contacts	7-1	20
3. Guidelines	3-2	125	8. Physical Demands	8-2	20
4. Complexity	4-2	75	9. Work Environment	9-1	5
5. Scope and Effect	5-2	75	27. **TOTAL POINTS**		805

Grade based on Computer Clerk & Assistant Series Std., GS-335 (TS-40 dtd 2/80)	28. **GRADE**	28. 04

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. Signature /S/ MARILYN STETKA	30. Date 4/22/02

31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)

32. Remarks FLSA: N	Standard Job#335-04	33. OPM Certification Number

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 04	6. IP NO. (8)

B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 335	3. OCC FUNC.	4. OFF. TITLE CD 0002	5. OFF. TITLE (38) COMPR CLK

6. HQ.FLD.CD. (1) 1=HQ 2=FLD	7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others	8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA	9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO 04 DA 22 YEAR 02

11. EARLY RET. CD. (1) 1=Primary 2=Secondary 3=Foreign Svc. Blank=NA	12. INACT/ACT (1) A I=Inactive A=Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT.INACT/REACT (6) MO DAY YEAR	15. AGCY. USE (10)

16. INTERDIS. SER. (40)

(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)

17. INTERDIS. TITLE CD. (50)

(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)

C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt	2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392	3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C	4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical	5. COMP. LEV. (4) 04CT

6. WK. TITLE CD. (4)	7. WK TITLE (38)

8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th	9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE

10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes	13. DUTY STATION (9) State (2) City(4) Cnty(3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank=N/A 1=PAS	17. DATE EST. (6) MO 04 DAY 22 YEAR 02

18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use	19. DT. REQ. REC. (6) MO DAY YEAR	20. NTE. DT. (6) MO DAY YEAR	21. POS. ST. Y=Perm N=Other

22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)

Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.	Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev.	Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 9=Other

23. DT. EMP. ASGN. (6) MO DAY YEAR	24. DT. ABOL. (6) MO DAY YEAR	25. INACT/ACT (1) A 1=Inact. 2=Act.	26. DT. INACT/REACT (6) MO DAY YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)

30. CLASSIFIER'S SIGNATURE	31. DATE

32. REMARKS

Standard Job #335-04

Computer Clerk   Standard Job #335-04
GS-335-4

A. Introduction

The incumbent of the position performs a variety of computer support tasks required to process data, to develop and operate software, and to troubleshoot system problems for administrative, technical, and/or professional staff.

B. Major Duties

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Participates in the development and maintenance of data bases.

Checks data for completeness, validity, and consistency; corrects erroneous data.

Revises and/or updates existing programs per instructions. Provides troubleshooting of systems.

Assists with the troubleshooting and maintenance of computer related communications services using the Internet and World-Wide Web based resource systems and databases.

Documents all data files, computer programs, and procedures.

C. Evaluation Factors

1. Knowledge Required by the Position   **(FLD 1-3, 350 PTS)**

General knowledge of computer science.

Working knowledge of basic math and data processing procedures.

Ability to efficiently operate personal computers.

Ability to edit data and to adapt to various spread-sheet programs.

Ability to modify existing programs per instructions.

Ability to manipulate databases using established software packages.

2. Supervisory Controls   (FLD 2-2, 125 PTS)

The supervisor provides instructions with assignments and defines priorities and objectives. More detailed guidance is provided by the supervisor when new, difficult, or unusual tasks are assigned. The incumbent contributes to the planning by pointing out possible difficulties with techniques and contributes to the documentation and interpretation of findings through accurate record keeping. Completed work is reviewed for compliance with instructions, adequacy of methods and content, and to ensure completion within deadlines.

3. Guidelines   (FLD 3-2, 125 PTS)

Guidelines include operating manuals, handbooks, oral or written guides, and project files. New guidelines are discussed with the supervisor or designee. The incumbent exercises judgment in improving the reliability and efficiency of established procedures.

4. Complexity   (FLD 4-2, 75 PTS)

Work assignments vary greatly and often require the performance of many unrelated tasks being conducted at the same time. Incumbent is required to consider many factors in each assigned task, and the primary objective varies depending on the phase of the project. Factors and conditions considered in making decisions often vary according to the specific job.

5. Scope and Effect   (FLD 5-2, 75 PTS)

The purpose of the work is to provide computer support through the storage, analysis of data, the development of new procedures, and the application of existing software. The work products and services facilitate the work of others in the organization.

6. Personal Contacts   (FLD 6-1, 10 PTS)

Personal contacts include coworkers, and office visitors and callers.

7. Purpose of Contacts   (FLD 7-1, 20 PTS)

Contacts are made to obtain or give information directly related to work and to obtain advice on procedures.

8. Physical Demands   **(FLD 8-2, 20 PTS)**

Work is primarily sedentary although some walking, standing, bending, and carrying items weighing as much as 50 pounds is required.

9. Work Environment   **(FLD 9-1, 5 PTS)**

Work may be performed in an office, laboratory, greenhouse, etc. The work may be located within an environmentally controlled area.

C.   OTHER CONSIDERATIONS (Check if applicable)
  [ ]   Supervisory Responsibilities (EEO Statement)
  [ ]   Training Activities - Career Intern, Student Career Experience Program
  [ ]   Motor Vehicle or Commercial Driver's License Required
  [ ]   Pesticide Applicators License Required
  [ ]   Safety/Radiological Safety Collateral Duties
  [ ]   EEO Collateral Duties
  [ ]   Drug Test Required
  [ ]   Vaccine(s) Required
  [ ]   Financial Disclosure Required
  [ ]   Special Physical Requirements/Demands
  [ ]   Other:_____

Total Points = 805 PTS
Grade Conversion = GS-335-4 (655-850)

May 11, 2000